

*Debra Smiley - C-4*

**Department of Energy**

Bonneville Power Administration  
P.O. Box 3621  
Portland, Oregon 97208-3621

SHARED SERVICES

January 8, 2003

In reply refer to: CILR-4

Ms. Erica G. Reichel  
113 - 17<sup>th</sup> Street NW  
Puyallup, WA 98371

Dear Ms. Reichel:

Thank you for your letter of January 3 that arrived in our office January 7. Your request has been logged as #03-016.

In your letter you have requested current or past "Fact Finder" reports requested by the Office of General Counsel, Employee / Labor Relations documents and "unofficial files" maintained by Robert Kiser, Terri Jones and/or Lorna Blue.

Both the Privacy Act and the Freedom of Information Act allow for access to records, but do not require an agency to explain documents or create documents in order to respond to questions.

Mr. Roy Smithey, Human Resources Officer, has been designated as Authorizing Official for your request. Mr. Smithey has 20 working days, until February 5, to provide a response. Should you have any questions he may be reached at Mail Stop CH-1, or by calling 503-230-4383.

Sincerely,



Ronald F. Stark  
Freedom of Information Officer